DOCUMENT RESUME

ED 273 130 FL 015 952

AUTHOR Glikin, Ronda
TITLE Career Education: Foreign Languages and the Librarian.
PUB DATE 1 Aug 86
NOTE 9p.
PUB TYPE Viewpoints (120)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Career Awareness; *Career Education; Education Work Relationship; Higher Education; Industry; Job Search Methods; Job Skills; Languages for Special Purposes; *Library Instruction; *Library Materials; *Occupational Information; *Second Languages

ABSTRACT

This paper gives an account of two lectures on foreign languages and careers given by the foreign language librarian at Eastern Michigan University which emphasized the following points: print resources for job information available on campus, introducing students to career literature, broadening the perspectives of individuals who had already done some investigation into careers using languages, and strengthening ties between academic departments and the library. General information on careers involving language use and specific information on languages in business were given. The lectures were advertised on and off campus. A handout listing general information sources, actual job-search sources, references for non-teaching jobs, and sources for jobs in languages and business was distributed, and materials from a variety of campus sources were displayed. The meetings were found to be very successful in providing students and faculty access to new information. It was found that most students were poorly prepared to begin career research and were unaware of or had not used relevant campus resources. It was concluded that students, career centers, librarians, and faculty should begin the process of active career education earlier in the students' college experience, to allow for the more extensive preparation that is needed for students to compete for jobs in the field of foreign languages. A list of sources of employment information for language students and a list of occupations requiring varying degrees of foreign language proficiency are appended. (MSE)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED273130

Ronda Glikin
Library
Eastern Michigan University
Ypsilanti, Michigan 48197
August 1, 1986

CAREER EDUCATION: FOREIGN LANGUAGES AND THE LIBRARIAN

The foreign languages Librarian at Eastern Michigan University has given several lectures on foreign languages and careers to University students in the past few years. This paper is an account of the purpose, content, and results of the two lectures given most recently.

The emphasis of the lectures was on written resources in order for the students to gain a perspective on job information available on campus. The Librarian hoped to provide an introduction to career literature searching for those unfamiliar with any sources and to broaden the perspective of those who had already done some investigation. The main purpose was to answer the question "What can I do with a major or a great interest in languages?" This information is hard to find in written sources. The Librarian hoped, in addition, that the lectures would strengthen the link between the teaching departments and the Library in order to make the Library a more dynamic resource in the over-all teaching/learning continuum. Not only would the lectures benefit the students involved, but they would also bring the attention of the rest of the campus to the usefulness of the Library in the job search.

The lectures were planned to provide not only general information on types of careers in languages, but in languages and business in particular, since the emphasis of classes in the Department of Foreign Languages and Bilingual Studies had shifted from that on languages and literatures to

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Ronda Glikin

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

FL 015952

languages and international trade. In order to attract students from various other disciplines, the lectures were advertised to the University community in the form of posters (sent to the Faculty in the English and languages departments, to Counseling Services, the Career Services Center, and to the College of Education), and newspaper ads (the University newspaper). Notices also went to the Office of Information Services and the University radio station in order to draw the attention of people in the surrounding community.

A bibliography of books and articles was handed out and the Librarian described and discussed each entry. The hand-out consisted of five parts. The first contained general occupational sources. The second section listed sources for finding actual jobs. The third contained references for non-teaching jobs. The fourth section cited sources for jobs in languages and business. A list of occupations comprised the last section. The Librarian then used transparencies to show desirable languages and college majors to be combined for business occupations, a sample announcement of a broadcast internship with the Voice of America, a compilation of employment ads from the New York Times, and other information sources.

The Librarian had collected a number of items for a display table. The display included materials from the Career Services Center, magazine and newspaper articles, pamphlets, books, course descriptions for the language and trade programs at Eastern Michigan University, brochures on United States government jobs, general career information for writing resumes and for interviewing, and sample resumes. The session and the question period ended after about 45 minutes and the students had a chance

to browse through the display materials in an informal manner during the refreshment period afterwards.

The two lectures were given two days apart. Ten students and two professors attended the first session, 15 students and one professor, the second. The meetings were held in a classroom in the Foreign Languages and Bilingual Studies Department in order to accommodate the maximum number of students. Previous lectures had been given in the Library so that students would have a chance to look at some of the Library's materials. The meetings were very successful. The students were glad to have access to career information in their field and the presence of the Faculty indicated an interest on their part, also, in any materials they had not been made aware of.

A majority of the students had interests in the languages and international trade programs. Some had majors in the health fields or in education. Most of the students were in their first or second year in the undergraduate programs.

The students, in general, were not well prepared to start a career search. Some of them had no idea how to find job information. Some of them had waited until the end of their college years to start a serious career search. The majority, however, had had the foresight to prepare themselves in advance of graduation. In addition, most had had hardly any instruction in the use of the Library for a search of any kind. Finally, most of the students had not been to the Career Services Center and were unaware of the valuable sources in people and materials there.

The Librarian arrived at several conclusions after having given the occupational lectures. First, students need to be advised to investigate prospective careers several years before they attempt to find a professional job. There are too many good information sources on a university campus to be missed by interested students. Second, university career centers should present specialized programs for language students. Finally, as purveyors of valuable information resources, librarians should take the initiative to reach out to the university community to share their knowledge. Foreign languages departments, in turn, should take a more active role in utilizing library and placement services for the benefit of their students. Extensive preparation in career education is vital for students competing for jobs in the language field.

SOURCES OF EMPLOYMENT INFORMATION

FOR STUDENTS IN LANGUAGES

GENERAL OCCUPATIONAL INFORMATION

Compiled by Ronda Glikin, Center of Educational Resources, E.M.U.

Bolles, Richard N. What color is your parachute?: a practical manual for job-hunters and career changers. HF 5383 .B56

Brown, Duane; Linda Brooks and Associates. Career choice and development. 1984. HF 5381 .C265143 1984

Gale, Barry and L. Gale. The national career directory, an occupational information handbook. 1979. Ref. HF 5382.5 U5 G3

Hopke, William E., ed. Encyclopedia of careers and vocational guidance. HF 5381 .E521 1981

Jackson, Tom and Davidyne Mayleas. The hidden job market for the 1980's. 1981. Hf 5381 .J36 1981

Kocher, Eric. International jobs: where they are, how to get them...1984. Ref HF 5382.7 .K62 1984

Michigan Occupational Information System, Career Planning and Placement Center and the Center of Educational Resources HF 5381 .M472x 1979

Norback, Craig, ed. Careers encyclopedia. 1980. Ref. HF 3582.5 U5 C337

Occupational outlook handbook. Ref. HF 5382.5 .U5 029x
Compilation of job descriptions, prospects, educational requirements; published every two years by the U.S. Bureau of Labor Statistics. Updated by the Occupational Outlook Quarterly (a periodical).

Teal, Everett A. Occupational thesaurus, a job guide handbook for majors in...languages... HF 5382.5 .U5 T43x v. 1,1971-
Extensive listings of types of employment for language majors and others.

Using E.M.U. majors in career planning. Ref. HF 5382.5 .U5 E18x 1974, and supplement, 1977
Prepared by the Career Planning and Placement Service on the E.M.U. campus, with the cooperation of the academic departments.

WHOM OR WHAT CAN I CONSULT ABOUT ACTUAL JOBS?

E.M. U. Career Planning and Placement Center Bulletin; professional journals
College Placement Annual, Ref. HF 5382.5 .U5 C6
Company personnel offices, bulletin boards, newspaper ads, employment agencies, foreign embassies, professors, friends

NON-TEACHING JOBS

Beard, Marna L. Alternative careers for teachers. 1985. HF 5384 .B4 1985

Bestor, Dorothy K. Aside from teaching English, what in the world can you do? HF 5381 .B412 1977
Information on internships, writing careers, teaching English as a foreign language, editing, publishing, etc.

Career Associates. Career choices for students of English. 1985. HF 5382.5 .U5 C2554 1985

Corwin, Leonard. There's a job for you in: advertising...publishing, television and radio... 1983. HF 5382.5 .U5 C67 1983

Directory to materials in the Career Resource Center. Ref. HF 5381 .E2
Guide to materials in the Career Planning and Placement Center on campus. The Center has profiles of Michigan school districts, annual reports of companies, information on jobs overseas and many, many other items.

Ford, Jerome C. Job opportunities for people who know foreign languages. 1976. ERIC microfiche collection. ED 144 375, second floor

Greco, Benedetto. New careers for teachers. 1976. HF 5381 .G8558
Career decision making, job search, personal inventory, list of directories and handbooks.

Hamilton, Roland and S. Lister. Foreign languages and careers: an outline
ERIC microfiche collection, ED 146 782

Hitchcock, Susan Tyler. Branching out: advice for graduate students considering careers beyond college teaching. 1980. HF 5381 .H517x

Honig, L.J. and R.I. Bord. "Foreign languages and careers," Modern Language Journal, April 1974, pp. 157-185
Excellent summary of jobs utilizing foreign language skills.

"Jobs for writers and where to find them," Coda: Poets and Writers Newsletter, June/July 1978, pp. 20-23

Miller, Jean M. When apples ain't enough: career change techniques for teachers,... 1980. HF 5381 .M49

Phelps, Ann T. New career options for women: a selected annotated bibliography. 1977. Z 7164 .V6 P48

Public Law 95-539 (Court Interpreter's Act) defines the qualifications of court interpreters.

Sherif, June L. Careers in foreign languages: a handbook. P 60 .S5 1975

Trzyna, Thomas N. Careers for humanities/liberal arts majors: a guide to programs and resources. 1980. HF 5382.5 .U5 C34

LANGUAGES AND BUSINESS

Berryman, Sue E., et al. Foreign language and international studies specialists; the marketplace and national policy. Rand Corporation R-2501-HEH. 1979. Report of a fifteen-week study of the national demand for language specialists. An extensive bibliography is appended. Relationships between the academic, business and governmental sectors of society.

Comer, Nancy A. "The real jet set, women who work in international business," Mademoiselle, December 1978, pp. 80-84

Dugan, J. Sanford. "World languages and trade opportunities," Foreign Language Annals, September/October 1981, pp. 287-292

Hubbard, John R. and Robert A. Ristau. "A survey of bilingual employment opportunities in international trade," Foreign Language Annals, April 1982, pp. 115-121

Hurman, John D. "Modern linguists: industrial demand and school supply— a survey and a proposal," Modern Languages, March 1982, pp. 44-48

Illman, Paul E. Developing overseas managers--and managers overseas. 1980. HF 5549.5 .E 45 I43. See pp. 110-130 on language and communication.

McLaughlin, G. "Learn another language--pronto!" Black Enterprise, July 1982, p. 63

President's Commission on Foreign Language and International Studies; background papers and studies. 1979. Docs. HE 19.102:F76/papers
"Citizen education in world affairs," "Foreign languages and the U.S. multinational corporation," "The minority student in the foreign language field"

Radebaugh, Lee H. and Janice C. Shields. "A note on foreign language training and international business education in U.S. colleges and universities," Journal Of International Business Studies, Winter 1984, pp. 195-199

Ristau, Robert A. Exploring careers in business. 1978. HF 5381.2 .R56

Ristau, Robert and Brigitte Mueller. "Foreign languages and business administration: a winning combination," Business Education Forum, December 1980, pp. 3-5

Shields, Janice C. "Foreign language and accounting expertise: a marketable combination," International Journal of Accounting, Fall 1981, pp. 139-141

Die Unterrichtspraxis, Fall 1977, German in business issue "German and business, a model for constructive change," "Books for business German," "The demand for German in international business"

OCCUPATIONS

The professions cited below require varying levels of English and foreign language proficiency and may involve multiple degrees or skills. Part-time or temporary employment in your field may provide valuable experience in preparation for full-time jobs. This list is not exhaustive.

Teacher: elementary, junior and senior high, adult education, two and four year colleges, universities, bilingual education, English as a foreign language (to military or business personnel from other countries), private organizations (e.g., YMCA), independent language schools (e.g., Berlitz), U.S. government language schools (Defense Language Institute, National Security Agency, etc.), private tutor
Linguist, cryptanalyst, language laboratory assistant
Bilingual secretary for foreign operations, technical stenographer
Educational television staff, radio announcer, film dubber, subtitle writer
Interpreter or translator for Federal government, private business, United Nations, literary agency, private translation agency, free-lance
United Nations guide
Border patrol agent, immigration inspector
Airport customs official, customs special agent
Central Intelligence agent
Foreign correspondent
Foreign Service staff (administrative, consular, political, commerical, economic)
Escort-interpreter for the U.S. State Department
Foreign area specialist in the Federal government
Peace Corps worker
Officer in the foreign department of a bank
Journalist, proofreader, advertising copywriter for overseas markets
Foreign market analyst
Travel agent, travel consultant, tour guide
Court interpreter
Airlines staff (passenger agent, cabin attendant, reservations clerk, etc.)
Export-import purchasing agent
Foreign language textbook publisher
Public relations writer
Technical publications writer
Manager of the foreign rights department in a publishing house
Indexer for abstracting services or for foreign publications
Researcher (with support from grants)
Musician
Bilingual social worker
Language librarian
Business librarian

If you are interested in foreign languages and business, opportunities with the Federal government may be found in the Department of Agriculture Foreign Agricultural Service, the CIA, the Export-Import Bank, the Agency for International Development, the International Trade Commission, the National Security Agency, the Department of State, the U.S. Information Agency (now called the International Communications Agency), etc.